NOAA CIO Council Meeting
Meeting Minutes
November 1, 2001

Attendees:

Tom Pyke	John Villemarette
Bill Turnbull, Chair	Gary Falk
Greg Bass	Lillian Barnes
Hugh Johnson	Becky Vasvary
Nancy Huang	Natalie D.B. Smith
Robert Mairs	David McClure
Sarah Maloney	Susan Kennedy
Larry Tyminski	Christine McNerney
Conrad Lovely	Sylvia Graff
Robert Kidwell	Tom Murphy

Action Items

1. All CIOs - comments due by November 13 on implementing the DOC memo, "Guidance on Information that Should Not be Disseminated on DOC Web Sites."

2. Susan Kennedy - E-Mail Fact Sheet on Section 515 compliance requirements to the NOAA CIOs. Include relevant Section 515 information on NOAA CIO Home Page.

3. Corporate Cost Funding Briefings to be presented at the next NOAA CIO Council meeting:
    A. Gary Falk - E-Mail and NOC (update and review of earlier presentation)
    B. Becky Vasvary - Security
    C. Sarah Maloney - ITC

Handouts:

! NOAA CIO Council Meeting Minutes, August 30, 2001
! Office Automation Sub-Group Statement of the Problem
! NOC Funding
! McAfee Quality Assurance Key Documentation
! McAfee Virus Alerts Update
! NOAA Section 508 Brochure and Pencil

Discussions:

1. **Introductory Remarks** (Bill Turnbull)

Bill Turnbull chaired the meeting and called it to order. He began by introducing and welcoming Sarah Maloney, the new OFA CIO

Next, Bill announced that NOAA has requested 39 Government Employee Telephone System (GETS) cards. There are 25,000 cards nationwide. The list of NOAA positions is attached. (Bob - I'll send you a complete copy - let's include it as an addendum)

The DOC CIO has sent out a memo on Guidance on Information that Should Not be Disseminated on Department of Commerce Web Sites. Bill asked if this memo should be augmented for NOAA purposes. Hugh Johnson said that the DOC memo was very broad.   Bill requested feedback from the CIOs by November 13 with regards to implementing the DOC memo.

Action: All CIOS - Send comments by November 13 on implementing the DOC guidance within NOAA

Bill stated the NOAATech 2002 was held on October 23 to 25, 2001. He asked for feedback. Rob Mairs stated that it was very good. The consensus opinion was that it was excellent. Bill credited Janet Ward with orchestrating the event. Greg Bass did comment that he would have liked to see more people in the auditorium. There was a suggestion to repeat the NOAATech next year. Bill stated that HPCC does this event every two years.

2. **Office Automation Report** (Sylvia Graff)

Sylvia updated the CIOs on the work being done by the Office Automation Sub-Group on investigating office automation and documentation exchange standards for NOAA. She reported on the following topics (listed in the handout): the definition of the problem, the definitions of office automation and document and data exchange, issues, and the bottom line. Sylvia requested feedback from the CIOs on whether or not the group was going in the right direction. Larry Tyminski questioned the extent of the problem and stated that it was not a problem in NMFS.. Sylvia replied that NESDIS, NWS, and OAR are supporting two spreadsheets, Excel and Quattro Pro. Sandra Wine stated that NOAA's Paperwork Reduction Act Officer does have numerous problems as he receives electronic documents from NMFS personnel.

Bob Kidwell and Lillian Barnes talked with NOAA Budget Office concerning a perceived "Lotus spreadsheet standard" for exchanging budget information. They reported that the NOAA Budget Office has both Lotus and Excel spreadsheet software on their PCs. There is no standard. However, Peter Maxey thinks Lotus is still the best spreadsheet software for use within the NOAA Budget Office. The NOAA Budget Office is not planning to upgrade to Lotus NOTES

and is aware of the compatibility issues.   The NOAA Budget Office is in the process of converting from a spreadsheet to a database based process. There will be a web interface. The bottom line from the NOAA budget office perspective is that Lotus and Excel are needed for the budget process and are being used by the budget personnel in Line Offices MB Offices, NOAA, DOC and OMB.

There was a lengthy discussion where two items emerged.
   a) NOAA needs to build a business case and then make a decision on this by the CIO Council.
   b) The subgroup was asked to check to see if GSA is studying OA standards.

Bill concluded the discussion by stating that we should forge ahead with the OA Subgroup work and the group is on the right track.

3. **ACTION ITEMS Status from Oct. Meeting** (Bill Turnbull)

a) Bob Kidwell sent out the Performance Measures for the three Capability Maturity Models to the Line Offices. (complete)

b) Gary Falk sent out an email to the CIOs articulating the requirements for High Reliability E-Mail to provide emergency response. (complete)

c) Becky Vasvary sent an email to McAfee about their lack of support to NOAA with sending out virus protection updates. A McAfee representative is present at today's meeting to address NOAA's concerns. (complete)

d) Susan Kennedy still needs to send E-Mail Fact Sheet on Section 515, Accessibility compliance requirements to the NOAA CIOs. (open)

e) Susan Kennedy is including relevant Section 515, Accessibility information on NOAA CIO Home Page. (open)

f) John Villemarette - Revise draft NOAA CIO Council charter to include an advisory capacity for the Council. This item was a mistake in the minutes for the last meeting. The issue was with the DOC rather than the NOAA CIO Council charter and no action was needed. (closed)

Bill stated that at future meeting action items will be addressed at the start of the meeting.

4. **NOC Funding** (Gary Falk)
Gary gave a briefing on the NOC funding on three areas: Corporate assessment, Washington Metro NOC Funding and Corporate Funding for Enterprise Support. The NOC has new demands placed on its services and to carry out these increased demands an additional staff person is

necessary. Rob Mairs asked if a business case existed for the IP Telephony project. Dropping the Active Directory (AD) project was presented as a possible way to cut costs. This was countered with the question of who would do it if the NOC didn't. It was agreed that the CIO Council should be more aware of what is being presented to the CFO's about corporate costs for IT services being provided centrally.

Action: All the corporate cost funding requests should come to CIO Council for discussion. At the next meeting presentations should be made on E-Mail, Security, and the ITC. Follow-up information on the NOC funding should also be provided.

5. **Gartner Group Communication** (Bob Kidwell)

Bob announced based on feedback from the Gartner Group training session that it seems useful to schedule group conference calls with Gartner to discuss technical issues of common interest. These could be done as a follow-on session after the CIO Council meetings.   On November 28, 1:30 p.m., a conference call is already scheduled to discuss e-mail. We will decide how to proceed after that call.

6. **McAfee Software** (Mac Nachlas, representative from McAfee)

A representative from McAfee, Mac Nachlas, was at the meeting to respond to NOAA's concerns about McAfee's support to NOAA in responding to viruses.   The discussion addressed the following areas: 1) the timeliness of the company in dealing with the Magistr.B. virus, 2) why was NOAA particularly vulnerable to the Magistr.B, virus, 3) stability of newly released software and dat files, 4) better ways to manage our software distribution and 5) timeliness in responding to requests for enhancement.   Mr. Nachlas explained the procedure McAfee uses to rate viruses and informed NOAA that McAfee does not put out mid -week dats.

Tom Pyke asked what level of support does NOAA have. Mr. Nachlas replied that NOAA has the highest level of support, the enterprise support. The other DOC bureaus have the lower level.

Additional discussions were held on the 41.60 virus scanning engine.

The discussion ended with NOAA and McAfee 1) working to improve the mechanism for updating client software in a timely fashion, 2) providing better points of contacts, and 3) providing McAfee with better information on requested enhancements and problem fixes. McAfee will revisit their grading factor and review its software testing procedure.

7. **General Discussion/Issues** (Tom Pyke)

Tom informed the CIOs that NOAA is in the lead in everything except Security in regards to the GISRA's Correction Action Plan (CAP). NOS was the only submission received.   We take IT

security seriously. If we say we don't need to correct anything, we do not need $ for security. We are asking for $4 million for IT security. We still have things to do. A correction action plan is needed. He requested CAPs from the other Line Offices.

Tom recognized Sarah Maloney as the OFA CIO.

We want NOAA to be a model for IT Security. Tom also reported that we have lost our access to the Interior Internet connection. He asked if that is hurting us. Can we join forces with other DOC Bureaus to do joint procurements to improve our network access.

Larry Tyminski asked about the status of the IT Restructuring Plan. Tom replied that they are being reviewed. The plan shows that NOS does not have control of certain administrative functions?

Tom had to leave the meeting early.

8. **Web Server** (Dave McClure)

Dave updated the CIOs on the status of the web server data base. Next week there will be a meeting to restart the activity of the team. More information is needed to be added to the web server database to make it more robust. RG2 is the contractor working to revise the NOAA Web Server Data Base.

9. **Operational Plan** (Bob Kidwell)

Bob reported that the Operational IT Plan was ready to be sent to the DOC. The Operational IT Plan will be available on-line. Bill would like feedback on how the Operational IT Plan is working in each Line Office.

10. **Section 508 Accessibility** (Natalie D.B. Smith)

Natalie reported on the NOAA Section 508 EIT Accessibility Working Group activities.   The Section 508 Working Group had a booth at the NOAATech 2002, which included demonstrations by two working group members using assistive technology to access NOAA web pages. The Section 508 Working Group prepared a NOAA Section 508 brochure "A Practical Guide to EIT Accessibility through Section 508," which each CIO received a copy of along with a NOAA Section 508 pencil.

Nancy asked if the ASC's have been informed about the Section 508 requirements. Natalie responded that the ASC's were given information during their June conference call meeting with Helen Hurcombe. Also, Helen sent the ASCs Section 508 guidance that included: 1) June 6, 2001, Memorandum for Heads of Contracting Offices, 2) Acquisition Alert 01-03, and 3) a Summary of Documentation Tools.

The meeting adjourned at approximately 11:30. The next meeting remains tentatively scheduled for Nov 29 at 9:30.